

ORDER

In the Civil Money Claims Online Court

Case number:
292MC647

Legal Adviser Bloggs

Parties	JAN CLARK	Claimant
	MARY RICHARDS	Defendant

All of the information that you have submitted to the court setting out details of the claim and defence has been read by Judge Sarah Bloggs.

You **MUST** follow the instructions below to get your case ready for a decision to be made by a judge at a court hearing.

(See 'warning' below for what might happen if you don't follow the instructions carefully).

It is **ordered** that

The following steps must be taken by the date shown

	Step to be taken	Final Date
1	This case is sent to Northampton Combined Crown and County Courts Court Name Hearing Centre 85-87 Lady's Ln Northampton NN1 3HQ	
2	Send all of the documents that are relevant to your case to the above address, also send them (serve on) to the other side. These documents should be placed in date order and should be numbered in the bottom right hand corner. You should include the following documents if available: <ul style="list-style-type: none">• A copy of the contract/agreement• Relevant correspondence, including text messages and emails	Before 4.00 pm. 2 September 2019
3	<ul style="list-style-type: none">• Send to the court and send (serve on) to the other party your own witness statement and also witness statements from anyone who can give relevant evidence about your case. A witness statement must <ul style="list-style-type: none">• have the court case number at the top• start with the witness' name and address	Before 4.00 pm. 9 September 2019

	<ul style="list-style-type: none"> • It must contain numbered paragraphs and should be typed and double spaced. If not typed, it must be written clearly in block capitals or printed. • finish with the words “I make this statement believing the contents to be true and knowing that it may be placed before the court”, the date of the statement and the person’s signature. • The original statement must be sent to the court • copies must be sent to (served on) the other side. 	
4	<p>You have permission to rely on the written report of an expert as follows:</p> <p>Expert evidence (single joint expert)</p> <ul style="list-style-type: none"> • The court will require expert evidence from an expert surveyor in order to decide this claim and the court considers that the expert evidence should be given by one expert who should be instructed by the parties jointly. • The Claimant shall send to the other side the names of three possible experts whose report shall not exceed £500 and who is not connected with the Claimant. • The other party shall choose which of the three experts will prepare the report. • You must try to agree the identity of a suitable expert as soon as possible. If you have not been able to do so by 9 September 2019 you must each tell the court, by email, who you each propose should act as an expert witness. The court will then decide who should be instructed. • You must send to the expert a copy of your claim form/particulars of claim and defence (and counterclaim) together with any other relevant documents. • The expert is to report on the following issues: <ul style="list-style-type: none"> ○ Were the materials specified correctly ○ Were the calculations correct to support the load • You must co-operate with the expert and comply with the expert's reasonable requirements for assistance, information or access. • The expert may invite you to be present during any inspection or investigation but you cannot insist on being present contrary to the expert's wishes. • The expert evidence will be given in the form of a written report which must be sent to you – and to the court - by 9 September 2019. • You must pay the expert’s fees for preparing the report equally and must make payment within 7 days of receiving the expert’s invoice. 	<p>Before 4.00 pm. 9 September 2019</p>

5	You have not been given permission to rely on the evidence of an expert.	
6	<p>You should provide copies of:</p> <ul style="list-style-type: none"> • the letter making the claim and any reply • the quotation or estimate for the work or service that you paid for • receipts for any payments made • clear colour photographs of what you say is the fault or poor workmanship • letters or emails or text messages between you and the other party • any written terms and conditions of the agreement you entered into 	

6. **The claim will be considered by a District Judge on a date that will be sent to you after both sides have completed the above steps.** You are not required to attend the court in person. You will be sent a copy of the District Judge's decision in due course.
6. *Alternative -* **The hearing will be at the Guildford County Court, Mary Rd, Guildford GU1 4PS on a date that will be sent to you after both sides have completed the above steps. Estimated time: 2 Hours – You should come to court at least half an hour before the listed time.**
7. Your case will be dealt with in the small claims track.
8. These instructions have been given without hearing from you or the other side. If you wish to ask for this order to be set aside, varied or stayed you need to send an application to the court, including the relevant court fee, within 7 days of receiving this order.

WARNING

If you do not comply with these instructions and time limits, the judge may decide that your case should be struck out, which means that you will not be able to continue to bring or defend this claim and the other side may be able to ask the court to make a judgment against you. If you cannot comply, you should make a formal application to the court before the deadline expires.